



TEMPORARY USE PERMITS

Liberty Lake Planning & Community Development
22710 E. Country Vista Blvd., Liberty Lake WA 99019
Phone: (509) 755-6707 Fax: (509) 755 6713
Website: www.libertylakewa.gov

Temporary uses are characterized by their short term or seasonal nature and by the fact that permanent improvements are not made to the site. Temporary uses include, but are not limited to: construction trailers, leasing offices, temporary carnivals and fairs, parking lot sales, retail warehouse sales, and seasonal sales such as Christmas tree sales and vegetable stands. Three types of temporary uses require permit approval (See A, B and C):

- A. **Seasonal and Special Events.** These types of uses generally occur only once in a calendar year and for no longer a period than 90 days, unless approved for an extended period of time by the Director. Using the Exempt project procedure under Article 10-4B of the City Development Code, the Director shall approve, approve with conditions, or deny a temporary use permit for a seasonal or special event based on findings that all of the following criteria are satisfied:
1. The use is permitted in the underlying zoning district and does not violate any conditions of approval for the property (e.g., prior development permit approval);
 2. The use does not violate zoning ordinances or conditional use permits applicable to the site;
 3. The applicant provides proof that the property-owner gave permission to use his/her property in the proposed manner;
 4. No parking will be utilized by customers and employees of the temporary use which is needed by the property owner to meet their minimum parking requirement under City Development Code Article 10-3D - Vehicle and Bicycle Parking;
 5. The use provides adequate vision clearance, as required in City Development Code Section 10-3B-2, subsection N, and shall not obstruct pedestrian access on public streets;
 6. Ingress and egress are safe and adequate when combined with the other uses of the property; as required by City Development Code Article 10-3B - Access and Circulation;
 7. The use does not create adverse, off-site impacts such as vehicle traffic, noise, odors, vibrations, glare, or lights that affect an adjoining use in a manner which other uses allowed outright in the zone do not affect the adjoining use; and
 8. The use is adequately served by public sewer and water, if applicable. (The applicant shall be responsible for obtaining any related permits.)
- B. **Temporary Sales Office or Model Home.** Using the Exempt project procedure under City Development Code Article 10-4B, the Director may approve, approve with conditions, or deny an application for the use of any real property within the City as a temporary sales office, offices for the purpose of facilitating the sale of real property, or model home in any subdivision or tract of land within the City, based on the following criteria:
1. Temporary sales office:
 - a. The use will be for no other purpose other than those described above; and
 - b. The temporary sales office shall be located within the boundaries of the subdivision or tract of land in which the real property is to be sold; and
 - c. The property to be used for a temporary sales office shall not be permanently improved for that purpose and shall be removed or the sales office use shall be discontinued upon sell-out of the subdivision or tract of land, unless the temporary sales office is located within a model house where the use shall comply with the requirements in subsection "2-c" below; and
 - d. The temporary sales office may be located in the model house defined below.

2. Model house:

- a. The model house shall be located within the boundaries of the subdivision or tract of land where the real property to be sold is situated; and
- b. The model house shall be designed as a permanent structure that meets all relevant requirements of the City Development Code; and
- c. The model house use shall be discontinued and the structure shall be converted to a saleable house, if necessary, after a period of three (3) years, unless the phase in which the model house is located is less than 80% soldout in which case, the Director may grant up to two, one (1) year extensions for the model house use. If the model house contains a temporary sales office, the time limits specified above for the model house shall apply.

C. **Temporary Building.** Using the Exempt project procedure, as governed by City Development Code Article 10-4B, the P&CD Director may approve, approve with conditions or deny an application for a temporary trailer or prefabricated building for use on any real commercial or industrial property within the City as a temporary commercial or industrial office or space associated with the primary use on the property, based on the following criteria:

1. The temporary trailer or prefabricated building will be for no other purpose other than those described above;
2. The temporary trailer or building shall be located within the boundaries of the parcel of land on which it is located;
3. The primary use on the property on which the temporary trailer or pre-fabricated building is to be located is already developed;
4. Ingress and egress are safe and adequate when combined with the other uses of the property, as required by City Development Code Article 10-3B - Access and Circulation;
5. There is adequate parking for the customers or users of the temporary use, as required by City Development Code Article 10-3D - Vehicle and Bicycle Parking;
6. The use will not result in vehicular traffic congestion on streets;
7. The use will pose no hazard to pedestrians in the area of the use;
8. The use does not create adverse off-site impacts including vehicle traffic, noise, odors, vibrations, glare, or lights that affect an adjoining use in a manner which other uses allowed outright in the zone do not affect the adjoining use; and
9. The building complies with applicable building codes;
10. The use can be adequately served by public sewer and water, if applicable. (The applicant shall be responsible for obtaining any related permits); and
11. The length of time that the temporary building will be used does not exceed one (1) year, unless approved for an extended period of time by the Director. When a temporary building exceeds this time frame, the applicant shall be required to remove the building, or renew the temporary use permit.

TEMPORARY USE PERMIT APPLICATION

Complete and return the attached Temporary Use Permit Application to:

Liberty Lake City Hall
Planning & Community Development Department
22710 E. Country Vista Blvd.
Liberty Lake WA 99019

The completed application may also be submitted by Fax to (509) 755-6713 or by Email at atainio@libertylakewa.gov.

A Planning & Community Development Department staff member will call you upon completion of the permit processing.

APPLICATION - PART 1

ANSWER THE FOLLOWING, AS APPLICABLE (ANSWER N/A IF NOT APPLICABLE)

APPLICANT:

Name: _____ Contact Person: _____
Mailing Address: _____ Phone: _____
City/State/Zip: _____ Fax Number: _____
Signature: _____ E-mail: _____

PROPERTY OWNER:

Name: _____ Contact Person: _____
Mailing Address: _____ Phone: _____
City/State/Zip: _____ Fax Number: _____
Signature: _____ E-mail: _____

PROPERTY OWNER 2 : (if more than two property owners attach additional info/signature sheets)

Name: _____ Contact Person: _____
Mailing Address: _____ Phone: _____
City/State/Zip: _____ Fax Number: _____
Signature: _____ E-mail: _____

PROJECT INFORMATION

Site Address / Location: _____

Parcel Number(s) of Subject Property: _____

Legal Description of Subject Property: _____

Section _____ Township _____ Range _____ Source of Legal Description: _____

Parcel Size(s): _____

Adjacent Area Owned or Controlled by Property Owner (acres or sq. ft.): _____

Parcel Number(s) of Adjacent Area: _____

Existing Use of Subject Property: _____

Proposed Temporary Use:

☐ SEASONAL / SPECIAL EVENT ☐ SALES OFFICE / MODEL HOME ☐ TEMPORARY BUILDING

Describe proposed Temporary Use of the property: _____

Zoning Designation: _____ Land Use Designation: _____

School District: _____ Fire District: _____

Sewer Purveyor: _____ Water Purveyor: _____

Name of Public Road(s) Providing Access: _____

Width of Property Fronting on Public Road: _____

Does the Proposal Have Access to Public Sewer and Public Water: ☐ YES ☐ NO

What are the Proposed Dates of Use: _____

What are the Proposed Hours of Operation: _____

Do you propose to have any signage on the subject site: ☐ YES ☐ NO

The undersigned hereby certifies that the information provided on this application is true and correct, to the best of their knowledge under perjury under the laws of the State of Washington and upon permit approval, further certifies that the temporary use shall comply with the requirements as defined in City Development Code Section 10-4I-1 Temporary Use Permits.

Signature: _____ Date: _____

APPLICATION - PART 2

THE ITEMS BELOW MUST BE SUBMITTED WITH YOUR APPLICATION, AS APPLICABLE:

- ☐ **APPLICATION FORM**
Submit completed application on the attached form with all signature blocks completed and non-refundable application fees (contact the Planning & Community Development Dept. for a copy of the current fee schedule). *Acceptance of the application and fees does not guarantee approval of the temporary use permit).*
- ☐ **ASSESSOR'S SECTION MAPS**
Submit 2 copies of current County Assessor maps showing the subject property outlined in red and adjacent property owned or under option to the owner or sponsor (indicate adjacent property with a red dashed line). Adjacent includes property located across roads and rivers, etc.

Assessor maps are available at the County Assessor's Office and must be current (less than 30 days old) at the time of submittal and stamped by a licensed land surveyor. Platted (1"=200') and range (1"=400') parcel maps must be obtained, as you may need both sets, depending on your property location. The maps are used for legal notification of property owners adjacent to the property (shown in red).

Note: The property does not have to be surveyed at this time. The map stamped by a licensed land surveyor verifies the written legal description for the subject property is an approximate representation on the map.
- ☐ **ZONING SECTION MAP**
Submit 1 copy of the official zoning map with the zoning labeled on the property. The zoning boundary shall be stamped by a licensed land surveyor. Copies of official zoning maps are obtainable from the City of Liberty Lake Planning & Community Development Department. (The written legal description(s) on the application form and the zoning boundary(s) shown on the map shall coincide).

Note: The property does not have to be surveyed at this time. The map stamped by a licensed land surveyor verifies the written legal description for the subject property is an approximate representation on the map.
- ☐ **ENGINEER'S SECTION MAPS**
Submit 1 current copy of the section map(s) showing the subject property outlined in red. Engineer section maps are available at the County Engineer's office
- ☐ **LEGAL DESCRIPTION**
The legal description of the property shall be illustrated on the site plan. The source of the legal description shall be clearly indicated.
- ☐ **CERTIFICATE OF WATER & SEWER AVAILABILITY**
Submit 1 copy of a signed certificate of water availability from the water purveyor and 1 copy of a letter from the sewer purveyor discussing how sewer will be provided to the site (size of lines and improvements required to connect) and whether the required improvements are in conformance with the approved sewer comprehensive plan or an amendment to the sewer comprehensive plan is required.
- ☐ **SITE PLAN**
Submit 3 copies of the proposal (11" x 17" minimum) with written legal description and containing, as applicable:
 - a. Scale of drawing & North arrow
 - b. Vicinity map
 - c. Site area showing property boundaries & dimensions
 - d. Width and names of streets adjacent to the site
 - e. Existing buildings
 - f. Proposed buildings (including exterior decks/balconies) showing dimensions and distance to property boundaries
 - g. Height of all structures
 - h. Parking areas/ spaces/ driveways
 - i. Landscaping
 - j. Fencing

- k. Topography of the site
- l. Easement(s) affecting the use of the property
- m. Dimensions from proposed structures to the ordinary high-water mark of all water bodies
- n. Location and size of all wetlands
- o. Easement which provides access to the public street
- p. Access, if different from easement

☐ **CONCERNS OR NOTES**

APPLICATION - PART 3

PROPERTY OWNER PERMISSION FOR TEMPORARY USE

I, THE UNDERSIGNED, SWEAR OR AFFIRM UNDER PENALTY OF PERJURY THAT THE ABOVE RESPONSES ARE MADE TRUTHFULLY AND TO THE BEST OF MY KNOWLEDGE. I FURTHER SWEAR OR AFFIRM THAT I AM THE OWNER OF RECORD OF THE AREA PROPOSED FOR THE TEMPORARY USE AND DO HEREBY GIVE PERMISSION FOR THE TEMPORARY USE TO OCCUR ON MY PROPERTY.

PRINTED NAME: _____ PHONE: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

SIGNATURE OF PROPERTY OWNER _____

DATE _____

STATE OF WASHINGTON)
) ss:
 CITY OF LIBERTY LAKE)

Notary: Signed and sworn to before me this _____ day of _____, 20_____

 Notary Public in and for the State of Washington

Residing at: _____

My Appointment Expires: _____

THIS APPLICATION AND ALL SUPPORTING MATERIAL REQUIRED BY THE CITY MUST BE SUBMITTED AT THE TIME OF APPLICATION IN ORDER FOR THE APPLICATION TO BE COMPLETE.

(PLANNING & COMMUNITY DEVELOPMENT DEPT. OFFICE USE ONLY)

DATE RECEIVED: _____

RECEIVED BY: _____

APPLICANT NAME: _____

SITE ADDRESS: _____

NEIGHBORHOOD: _____

IS A BUILDING PERMIT REQUIRED ?

YES NO

IS A SIGN PERMIT REQUIRED ?

YES NO

WILL PUBLIC WATER / SEWER BE REQUIRED ?

YES NO

IS THE USE LOCATED IN A PUD ?

YES NO

PERMIT APPROVED

PERMIT DENIED

DATE _____

COMMENTS / CONDITIONS:

REVIEWED BY: _____

FILE NUMBER: _____

TOTAL FEES: _____

RECEIPT NUMBER: _____